

3 FAH-1 H-3740 EMERGENCY VISITATION TRAVEL FROM ANYWHERE ABROAD

This subchapter contains procedures and guidelines which implement the regulations published in 3 FAM 3740 , and should be used in conjunction with that subchapter.

3 FAH-1 H-3741 DEFINITIONS

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

The following definitions apply to 3 FAM 3740 and this subchapter:

1. **“Eligible family meeting”** — The spouse or children (see 6 FAM 117 k(2)) of the Foreign Service member and/or spouse.
2. **“Immediate family”** — The mother or father of the member including stepparents or adoptive parents; brothers and sisters, including stepbrothers and stepsisters, of the member (in case of death); the spouse of the member; or children of the member including stepchildren, adopted children, and those who are or were under legal guardianship; and like relatives of the spouse. For exception for sole surviving family member, see 3 FAM 3744 .
3. **“Serious illness or injury”** — One in which death is imminent or likely to occur as based on competent medical opinion; or one in which the absence of the member or eligible family member would result in great personal hardship.
4. **“United States”** — The several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories and possessions of the United States.

3 FAH-1 H-3742 USE OF EVT IN THE EVENT OF DEATH

3 FAH-1 H-3742.1 Authorized Travel

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

a. A round trip is allowable in case of death of any immediate family member.

b. In case of death of a member stationed abroad (whether death occurs at post of assignment or elsewhere), one round trip to the place of interment is allowable for eligible dependents at post.

c. Eligible family members serving as medivac attendants of the member are considered to be at post for the purpose of this section.

3 FAH-1 H-3742.2 Preparation and Submission of Statement

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

a. The member or eligible dependent will prepare a statement not more than 30 days after completion of the travel providing the name and relationship (to the member or eligible family member) of the deceased.

b. The post will promptly submits the statement via air pouch to the:

State	Bureau of Personnel, Records Management (PER/EX/ADM/RM) (or inclusion in the Official Personnel Folder).
USAID	Office of Human Resources, Employee Service Branch (M/HR/PMES/ESB/ESB)
USIA	Operations Branch (M/HRFO)
Agriculture	FAS Personnel Division
Commerce	ITA/FCS/OFSP

3 FAH-1 H-3742.3 Reimbursement for Travel at Own Expense

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

In the event the member or eligible family member:

- Travels at his or her own expense to visit an ill or injured sibling, and
- The visited sibling dies during the visit, or within 45 days of the member's departure from post to make that visit the member is eligible for, and may elect, either (but not both):

(1) Reimbursement for the round trip travel already undertaken at his or her own expense, or

(2) Subsequent EVT round trip travel for the interment of that sibling.

3 FAH-1 H-3743 OTHER PROCEDURES

3 FAH-1 H-3743.1 Documentation

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

A copy of all documents relating to emergency visitation travel by a member and eligible family member will be forwarded to Washington for inclusion in the member's official personnel folder.

3 FAH-1 H-3743 2 Charge to Leave

(TL:POH-12; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

a. Except as noted in section 3 FAH-1 H-3742 b, time away from post on emergency visitation is charged to annual leave, sick leave, compensatory time off, or leave without pay, as appropriate.

b. Notwithstanding section 3 FAH-1 H-3742 a, time in travel status to and from the place of emergency shall be counted as administrative leave. Administrative leave will be calculated up to a maximum amount of time which equates to the most direct and usually traveled route from post of assignment to the place of emergency and return.

3 FAH-1 H-3743.3 Effect of EVT on Home Leave

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

Time spent in the United States delays date of home leave eligibility only if the member has not accumulated 18 months of continuous service abroad (see 3 FAM 3430 and 3 FAH-1 H-3430) (AID Handbook 27, Attachment A, paragraph 452.2 and 452.3.)

3 FAH-1 H-3743.4 Authorization

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

Posts delegated authority under 6 FAM 121 may authorize round-trip travel under the provisions of these regulations for the member stationed abroad or an eligible family member located abroad.

3 FAH-1 H-3743.5 Limitations

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

a. Travel from the post of assignment (place of temporary abode where the eligible family member is located because of official orders) to location in the United States of the seriously ill, injured, or deceased immediate family member will be by the most direct, usually traveled, and inexpensive route.

b. Indirect travel may be performed only when necessitated by official duties to be performed enroute; or when advantageous to the Government to purchase the ticket in foreign currency at an intermediate point.

c. Excess and near-excess foreign currencies are to be used to the maximum extent feasible.

d. In the event:

- The seriously ill, injured or deceased immediate family member is outside the United States or
 - The remains of an immediate family member who has died abroad are to be accompanied to a place outside the United States, the cost of the travel by the member or eligible family member may not exceed the transportation expenses that would have been incurred for travel between the place where visitation travel begins and the member's separation residence of record, unless the presence outside the United States of the person to be visited is incident to the member's assignment overseas.
- e. Reimbursement may not exceed allowable transportation expenses actually incurred.
- f. Travel normally must be by less than first-class commercial air service (unless a specific exception is approved by the Medical Director), or, when air service is not available, minimum available first-class rail or bus service.
- g. Special fares, such as excursion fares and round-trip fares, are to be used to the maximum extent possible.
- h. American-flag carriers are to be used under the conditions described in 6 FAM 130 . (For USAID, see Handbook 22, Appendix 9A, section 134.) Exceptions may be authorized as appropriate under 6 FAM 134 .

3 FAH-1 H-3743.6 Other Expenses

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

- a. Transportation expenses such as mandatory airport taxes and transportation between airports are authorized.
- b. Other expenses such as transportation to and from the airport, per diem, and excess baggage or unaccompanied baggage charges are not authorized.

3 FAH-1 H-3744 FUNDING EMERGENCY VISITATION TRAVEL

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

a. Transportation costs for employees of State, USAID, and Agriculture are paid by the member's agency from post funds.

- b. USIA transportation costs will be funded by USIA Washington.
- c. Commerce transportation costs will be funded by Commerce Washing-ton.

3 FAH-1 H-3745 EMERGENCY VISITATION TRAVEL FOLLOWED BY FAMILY VISITATION TRAVEL

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

a. If a member eligible for family visitation travel travels on emergency visitation to the place where the member normally travels for family visita-tion, there must be a waiting period of at least three months following return to post before departing on family visitation travel.

b. Exception to the waiting requirement may be made for valid reasons by principal officers and heads of overseas USAID, USIA, Agriculture, and Commerce establishments or their designees, if post workload and scheduling considerations permit.

3 FAH-1 H-3746 THROUGH H-3749 UNASSIGNED